

AD-A137 002

CLASSIFIED DOCUMENT HANDBOOK(U) ARMY WAR COLL CARLISLE
BARRACKS PA 01 OCT 83

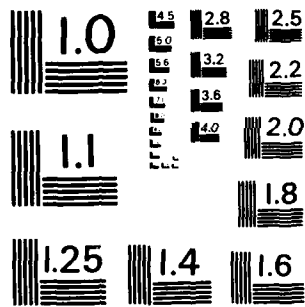
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CLASSIFIED DOCUMENT HANDBOOK

ADA 137002



SECURITY DIVISION

US ARMY WAR COLLEGE
CARLISLE BARRACKS, PA 17013

1 OCTOBER 1983

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SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

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19. KEY WORDS (Continue on reverse side if necessary and identify by block number)		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) FOREWARD: This Classified Document Handbook is applicable to all US Army War College components, and replaces the Classified Guidance Handbook, dated 1 March 1980. This information has been extracted from several regulations and directives. While fairly detailed, it does not illustrate every conceivable situation that may be encountered in the preparation of a classified document. If further clarification is required, or there are recommendations for changes and additions, see the USAWC Classified Records Branch.		

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DEPARTMENT OF THE ARMY
 US ARMY WAR COLLEGE
 CARLISLE BARRACKS, PENNSYLVANIA 17013

REPLY TO
 ATTENTION OF
 AWCSM

1 October 1983

FOREWORD

This Classified Document Handbook is applicable to all US Army War College components, and replaces the Classified Guidance Handbook, dated 1 March 1980. This information has been extracted from several regulations and directives. While fairly detailed, it does not illustrate every conceivable situation that may be encountered in the preparation of a classified document. If further clarification is required, or there are recommendations for changes and additions see the USAWC Classified Records Branch.



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William Leggett Jr
 WILLIAM T. LEGGETT, JR.
 Colonel, Infantry
 Secretary/Chief of Staff

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 distribution unlimited.

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REFERENCES

DoD ~~5200.1-R~~ ^{REGULATION} 5200.1-R, DoD Information Security Program Regulation.
AR 380-5, DA Supplement to DoD ~~5200.1-R~~ 5200.1-R.
AR 380-150, Access to and Dissemination of Restricted Data.
AR 381-1, Control of Dissemination of Intelligence Information.

CLASSIFYING CRITERIA (ORIGINAL AND DERIVATIVE)

ORIGINAL CLASSIFICATION

The Commandant; Director, Strategic Studies Institute; and Director, Operations Group have been delegated authority, by DCSOPS, DA to originally classify SECRET and CONFIDENTIAL information.

Before originally classifying a document a decision should be made if, first, the information is within categories a through j below; and second, the unauthorized disclosure of the information reasonably could be expected to cause damage to the national security. The decision involved in the first step is separate and distinct from the second step. Because the information falls under one or more of the criteria shall not be presumed to mean it automatically meets the damage criteria. Classification shall not be continued longer than necessary for the protection of the national security. Information shall be considered for classification if it concerns:

- a. Military plans, weapons, or operations;
- b. Vulnerabilities or capabilities of systems, installations, projects, or plans relating to the national security;
- c. Foreign government information;
- d. Intelligence activities including special activities, or intelligence sources or methods;
- e. Foreign relations or foreign activities of the United States;
- f. Scientific, technological, or economic matters relating to the national security;
- g. U.S. Government programs for safeguarding nuclear materials or facilities;
- h. Cryptology;
- i. A confidential source; or
- j. Other categories of information that are related to national security and that require protection against unauthorized disclosure as determined by the Secretary of Defense or Secretaries of the Military Departments.

CLASSIFYING CRITERIA (CONT'D)

DERIVATIVE CLASSIFICATION

Derivative application of classification markings is a responsibility of those who incorporate, paraphrase, restate, or generate in new form, information that is already classified, or those who apply markings in accordance with guidance from an original classification authority. Persons who apply derivative classifications should take care to determine whether their paraphrasing, restating, or summarizing of classified information has removed all or part of the basis for classification. Persons who apply such derivative classification markings will:

- a. Respect original classification decisions;
- b. Verify the information's current level of classification as far as practicable before applying the markings; and
- c. Carry forward to any newly created documents the assigned dates or events for declassification and any additional authorized markings.

Those persons preparing a document containing derivatively classified information will keep a record of the date, title, originator, and declassification/downgrading and other authorized markings appearing on all source documents. This record will be maintained with the file or record copy of the new document. If practical, all sources of classification should be shown on all copies of the document.

CLASSIFICATION DESIGNATIONS

The following are the only designations authorized to be used when classifying information or material requiring protection against unauthorized disclosure in the interest of national security.

TOP SECRET: Applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

CLASSIFICATION DESIGNATIONS (CONT'D)

SECRET: Applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; compromise of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security.

CONFIDENTIAL: Applied only to information or material the unauthorized disclosure of which reasonably could be expected to cause damage to the national security. Examples of damage include the compromise of information that indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data on munitions of war.

CHALLENGES TO CLASSIFICATION

If a holder of classified information has substantial reason to believe the information is classified improperly or unnecessarily, they are encouraged to directly correspond with the originator of the information to bring about any necessary correction. DA Form 1575 (Request for/or Notification of Regrading Action) may be used to make a formal challenge. The rationale supporting the challenge may be entered in the "Remarks" section of the form.

If a challenge is received on documents originating at the USAWC, the documents will be reviewed, and the challenge answered within thirty days of receipt. The USAWC Security Manager will be notified when a challenge is received on documents originating at the USAWC.

INFORMATION THAT MUST APPEAR ON THE FACE OF A CLASSIFIED DOCUMENT

CLASSIFICATION

CLASSIFICATION

The overall classification of a document must be marked or stamped (not typed), in letters larger than those on the rest of the page, on the top and bottom of:

FRONT COVER (IF ANY)
TITLE PAGE (IF ANY)
FIRST PAGE*
BACK COVER (IF ANY)

* Marking of interior pages is covered on page 10 of this Handbook.

CLASSIFICATION

DATE

ADDRESS

CLASSIFICATION

The date of preparation, and the address of the preparing activity. (Location of these markings is optional).

CLASSIFICATION

TITLE ()

DATE

ADDRESS

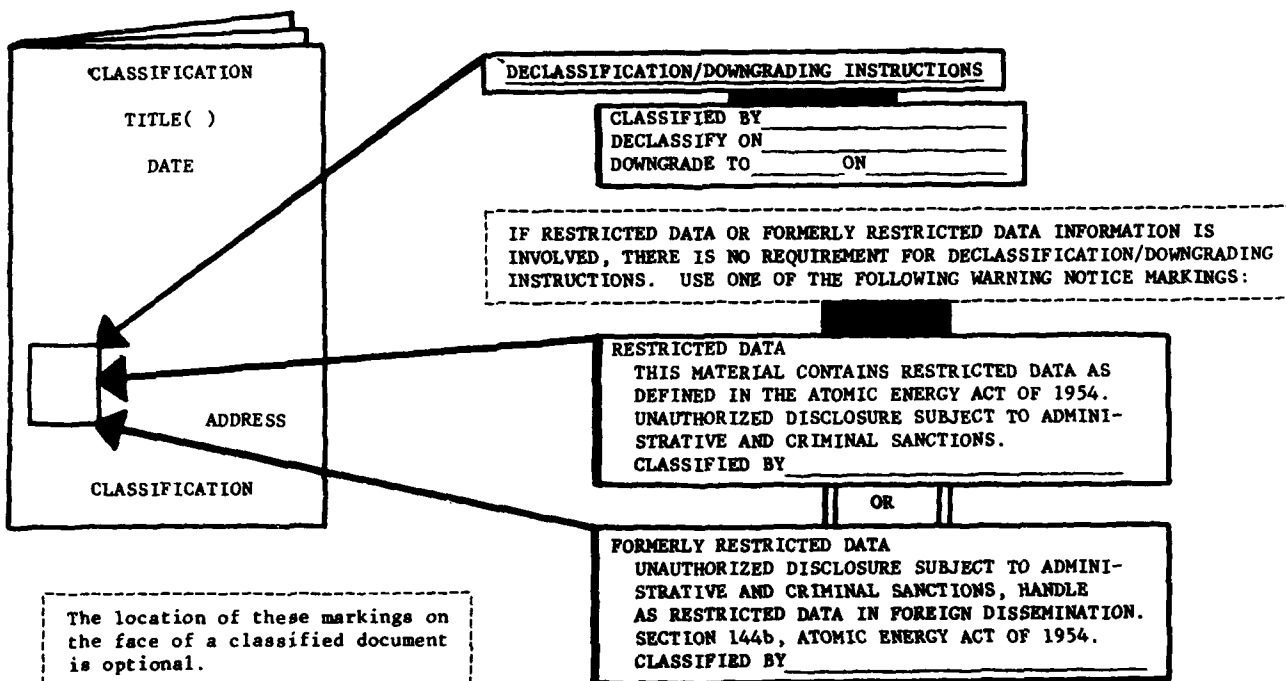
CLASSIFICATION

The appropriate symbol will be placed after the subject or title to indicate the classified or unclassified status of the subject or title.

SYMBOLS

(TS) TOP SECRET
(S) SECRET
(C) CONFIDENTIAL
(U) UNCLASSIFIED

INFORMATION THAT MUST APPEAR ON THE FACE OF A CLASSIFIED DOCUMENT (CONT'D)



See pages 6 through 8 for more information on these markings.

ORIGINAL DECLASSIFICATION/DOWNGRADING INSTRUCTION MARKINGS

At the time of original classification, an original classification authority must determine how long the classification shall remain in effect. Dates or events on which automatic declassification should occur shall be consistent with national security. Any event specified for declassification shall be an event certain to occur. The following markings are used in original classification:

CLASSIFIED BY: Insert position title of original classification authority (Commandant; Director, Strategic Studies Institute; or Director, Operations Group).
DECLASSIFY ON: Insert the specific date, an event certain to occur, or the notation "Originating Agency's Determination Required" or "OADR".

Message Abbreviation:

DECL Insert day, month, and year for declassification, for example, "6 JUN 86", an event certain to occur, or "OADR".

The "Originating Agency's Determination Required" or "OADR" notation will only be used when a date or event for automatic declassification cannot be predetermined by an original classification authority.

When intermittent downgrading is useful, the following marking will be used. This marking will not be used instead of, but in conjunction with markings above.

DOWNGRADE TO _____ ON _____ Insert Secret or Confidential and specific date or event.

Message Abbreviation:

DNG/___/___ Insert "S" or "C" to indicate the downgraded classification and specific date or event, for example, "DNG/C/6JUN85."

DERIVATIVE DECLASSIFICATION/DOWNGRADING INSTRUCTION MARKINGS

Information classified by a single source document marked with a date or event for automatic declassification. The date or event for automatic declassification marked on a source document will be carried forward to the new document. Use the following marking:

CLASSIFIED BY: Insert title, originator, and date of source document.
DECLASSIFY ON: Insert date or event for automatic declassification as marked on the source document

Information classified by more than one source document marked with dates or events for automatic declassification. The most remote date or event for automatic declassification shown on any of the sources will be carried forward to the new document. The originator of the new document must keep a record of the title, originator, date, and any associated markings which appear on all source documents. Use the following marking:

CLASSIFIED BY: Insert term "Multiple Source"
DECLASSIFY ON: Insert most remote date or event for automatic declassification appearing on the source documents.

Information classified by source document(s) showing dates for declassification review, or are marked with the notation "Originating Agency's Determination Required" or "OADR". When any of the source documents are marked with a date for declassification review "Review On", or are marked with the notation "Originating Agency's Determination Required" or "OADR", the following marking will be used:

CLASSIFIED BY: Insert title, originator, and date of source document, or term "Multiple Sources".
DECLASSIFY ON: Insert notation "Originating Agency's Determination Required" or "OADR".

Information classified by a foreign government or international organization of governments. Foreign government information used in DoD documents shall not be assigned a date or event for automatic declassification. Use the following marking:

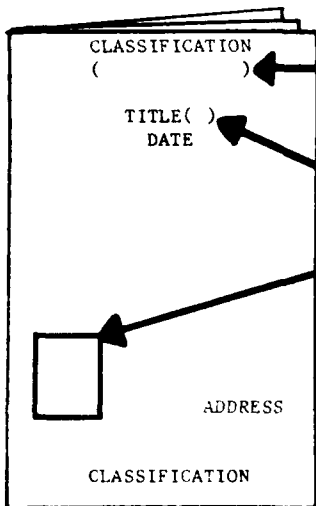
CLASSIFIED BY: Insert title, originator, and date of foreign source document or term "Multiple Sources".
DECLASSIFY ON: Insert notation "Originating Agency's Determination Required" or "OADR".

Message Abbreviation:

DECL Insert the specific date or event for declassification or the notation "OADR", for example, DECL 8 JUN 86 or OADR.

RESTRICTED DATA/FORMERLY RESTRICTED DATA MARKINGS

AR 380-150 defines the types of information which should be designated as Restricted Data or Formerly Restricted Data.



The words RESTRICTED DATA or FORMERLY RESTRICTED DATA will be marked or stamped (not typed), in letters not less than one-quarter inch in height, at least once on the front cover, title page, last page, first page of each inclosure/appendix/tab/etc., back cover, and on each page containing such information. If both types of information appear, only the RESTRICTED DATA marking will be used.

The symbols (RD) or (FRD) will be used with appropriate classification symbol after title or subject if they contain such information (e.g., (S-RD) or (S-FRD)).

One of the following warning notices must be marked or stamped (not typed) on the front cover, title page, last page, first page, back cover, and on each page containing such information. There is no requirement for adding declassification instructions on documents with Restricted Data or Formerly Restricted Data markings. If both types of information appear, only the Restricted Data warning notice marking will be used.

RESTRICTED DATA
 THIS MATERIAL CONTAINS RESTRICTED DATA AS DEFINED IN THE ATOMIC ENERGY ACT OF 1954. UNAUTHORIZED DISCLOSURE SUBJECT TO ADMINISTRATIVE AND CRIMINAL SANCTIONS.
 CLASSIFIED BY _____

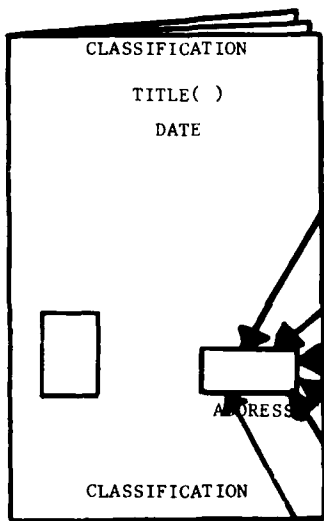
OR
FORMERLY RESTRICTED DATA
 UNAUTHORIZED DISCLOSURE SUBJECT TO ADMINISTRATIVE AND CRIMINAL SANCTIONS. HANDLE AS RESTRICTED DATA IN FOREIGN DISSEMINATION. SECTION 144b, ATOMIC ENERGY ACT OF 1954.
 CLASSIFIED BY _____

INFORMATION TO BE USED IN "CLASSIFIED BY" LINE:
 For originally classified documents insert the title of the original classification authority. For derivatively classified documents insert title, originator, and date of the single source document, or term "Multiple Sources" if more than one source is used. If the term "Multiple Sources" is used, a record will be kept by the originator of the title, originator, and date of all source documents used.

Message Abbreviation:
 The appropriate abbreviations "RD" or "FRD" will be inserted in the internal instructions following the security classification.

SPECIAL ACCESS AND WARNING NOTICE MARKINGS

If, after checking applicable regulations, it is determined the following markings must be used, they shall be marked or stamped (not typed) on the front cover, or first page if there is no front cover. Location of these markings is optional.



**CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION
DOD DIRECTIVE 5210.2 APPLIES**

Requires a special access briefing by the USAWC Security Manager. Used in conjunction with RESTRICTED DATA markings outlined on page 8 and 12. Abbreviated (N) in portion marking (e.g., (S-RD)(N)). See AR 380-150 for further information.

**WARNING NOTICE--INTELLIGENCE
SOURCES OR METHODS INVOLVED**

Abbreviated (WNINTEL) or (WN) in portion marking (e.g., (S-WNINTEL) or (S-WN)). See AR 381-1 for further information.

NOT RELEASABLE TO FOREIGN NATIONALS

Abbreviated (NOFORN) or (NF) in portion marking (e.g., (S-NOFORN) or (S-NF)). See AR 381-1 for further information.

FOREIGN GOVERNMENT INFORMATION

Placed on the face of a document containing information extracted from foreign government documents. See Chapter XI, AR 380-5 for further information.

**THIS DOCUMENT CONTAINS
NATO CLASSIFIED INFORMATION**

Placed on the face of a document containing information extracted from NATO classified documents. See Chapter XI, AR 380-5 for further information.

**REPRODUCTION REQUIRES APPROVAL OF
ORIGINATOR OR HIGHER AUTHORITY.
FURTHER DISSEMINATION ONLY AS
AUTHORIZED BY _____**

Marked on the face of a document when the originator determines reproduction or dissemination should be controlled. Other distribution statements, as determined by the originator, may be used.

MARKING PAGES AND PORTIONS

CLASSIFICATION

A. (U)

1 (S)

2 (TS)

a (C)

CLASSIFICATION

Each interior page shall be marked or stamped (not typed) with the highest level of classification of the information contained in it, or that it is unclassified. These markings will be placed on the top and bottom of the page in letters larger than those on the rest of the page.

The appropriate symbol will be placed immediately following the portion number or letter, or in the absence of numbers or letters immediately before the beginning of the portion, indicating the classified or unclassified status of the information contained in the portion. A portion is considered to be each section, part, paragraph, subparagraph, or similar item contained within a page.

The appropriate symbol will be placed immediately following the subject indicating the classified or unclassified status of information contained in the subject.

CLASSIFICATION

SUBJECT()

A. (C)

1 (S)

2 (U)

a (C)

CLASSIFICATION

The appropriate symbols to use when marking portions or subjects are:

(TS) TOP SECRET
 (S) SECRET
 (C) CONFIDENTIAL
 (U) UNCLASSIFIED

See pages 9 and 12 for additional warning notice symbols which may also apply.

MARKING PAGES AND PORTIONS (CONT'D)

ILLUSTRATIONS, PHOTOGRAPHS, FIGURES, GRAPHS, DRAWINGS, CHARTS AND SIMILAR PORTIONS

CLASSIFICATION

A. () _____

()

()

Figure 1. ()Caption

CLASSIFICATION

Illustrations, photographs, figures, graphs, drawings, charts and similar portions will be clearly marked to show their classified or unclassified status by placing the appropriate marking "Top Secret", "Secret", or "Confidential" within or contiguous to the portion.

Captions shall be marked on the basis of their content. Place the symbol (TS), (S), (C), or (U) immediately preceding the caption. When appropriate, warning notice symbols as outlined on pages 9 and 12 will also be applied.

MARKING PAGES AND PORTIONS (CONT'D)

RESTRICTED DATA/FORMERLY RESTRICTED DATA

RESTRICTED DATA

The words RESTRICTED DATA will be marked or stamped (not typed), in letters not less than one-quarter inch in height, at least once on the page with the appropriate classification marking. If both RESTRICTED DATA and FORMERLY RESTRICTED DATA information are present, only the RESTRICTED DATA page marking will be used.

The symbol (RD) will be used in conjunction with appropriate classification symbol (e.g., (S-RD)) only if subject contains such information.

The symbol (RD) will appear with the appropriate classification symbol in portions containing such information.

FORMERLY RESTRICTED DATA

The words FORMERLY RESTRICTED DATA will be marked or stamped (not typed), in letters not less than one-quarter inch in height, at least once on the page with the appropriate classification marking. If both RESTRICTED DATA and FORMERLY RESTRICTED DATA information are present, only the RESTRICTED DATA page marking will be used.

The symbol (FRD) will be used in conjunction with appropriate classification symbol (e.g., (S-FRD)) only if subject contains such information.

The symbol (FRD) will appear with classification symbol in portions containing such information.

CLASSIFICATION ()
 SUBJECT()
 B. (S) _____

 1 (S-RD) _____

 2 (S-FRD) _____

 a (C) _____

 CLASSIFICATION

CLASSIFICATION ()
 SUBJECT()
 C. (S) _____

 1 (S-FRD) _____

 2 (C) _____

 a (S-RD) _____

 CLASSIFICATION

Each page containing RESTRICTED or FORMERLY RESTRICTED DATA will be marked with the warning notice statements outlined on page 8.

AR 380-150 defines the types of information which should be designated as RESTRICTED DATA or FORMERLY RESTRICTED DATA.

MARKING PAGES AND PORTIONS (CONT'D)

FOREIGN GOVERNMENT INFORMATION USED IN DOD DOCUMENTS

Except where such markings would reveal information is foreign government information when that fact must be concealed, or reveal a confidential source or relationship not otherwise evident in the document or information, foreign government information incorporated in DoD documents will be identified in such a manner to ensure the information is not declassified prematurely or made accessible to nationals of a third country without consent of the originator.

CLASSIFICATION

A. (NATO-S)

1 (U.K.-S)

2 (FRG-C)

3 (U)

CLASSIFICATION

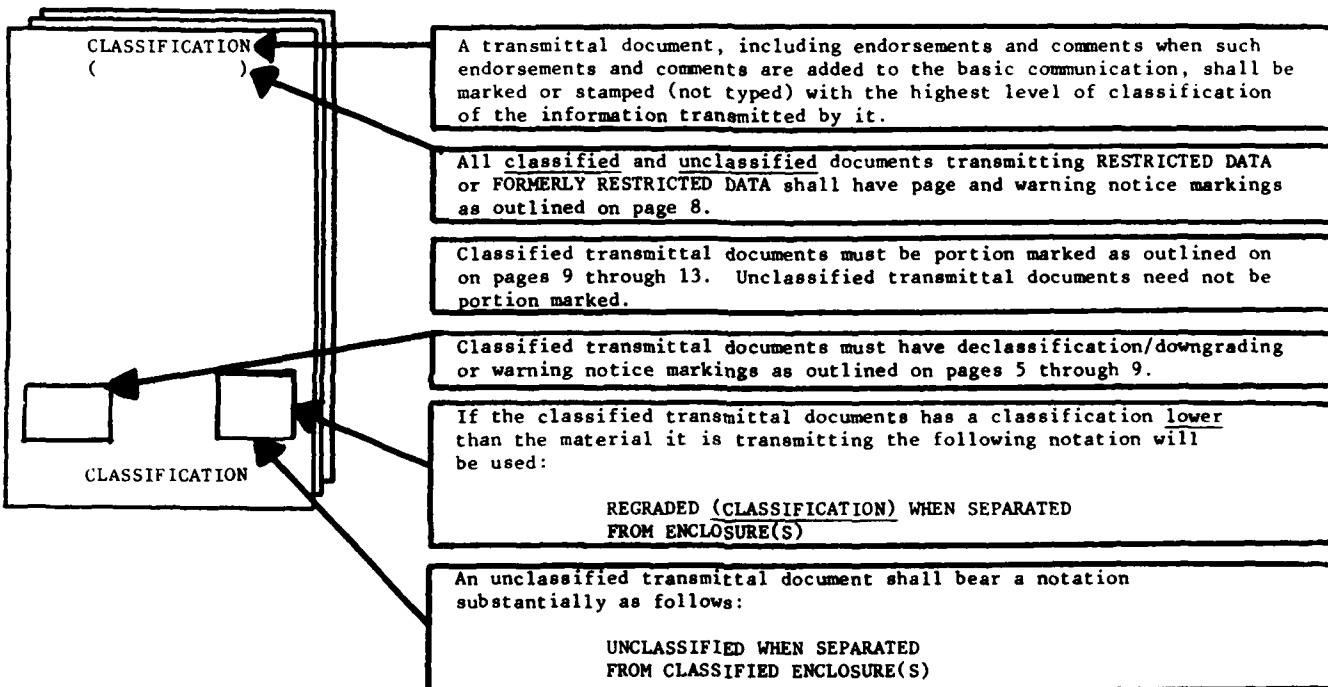
Each interior page of a US document containing information extracted from a document classified by a foreign government or organization of governments will be marked or stamped (not typed) with the highest US classification of the information contained on it. These markings will appear on the top and bottom of the page in letters larger than those on the rest of the page.

Portions and paragraphs will be marked with the appropriate identification to indicate the information has been extracted from a document classified by a foreign government or organization of governments.

The face of a document containing information extracted from a foreign government or NATO document will be marked with the warning notice statements found on page 9.

See Chapter XI, AR 380-5 for more information on Foreign Government information

MARKING TRANSMITTAL DOCUMENTS



MARKING WORKING PAPERS

"Working Papers" are defined in AR 380-5 as documents and material accumulated or created in the preparation of finished documents and material.

WORKING PAPERS WHEN CREATED MUST BE:

A diagram of a working paper form. The form is a vertical rectangle with several sections. At the top, it says "CLASSIFICATION()" and "SUBJECT()". Below that, there are three lines, each starting with a letter in parentheses: "A.()", "1()", and "2()". At the bottom, there is a small empty square box and the word "CLASSIFICATION". Arrows from text boxes on the right point to each of these fields: "CLASSIFICATION()", "SUBJECT()", "A.()", "1()", "2()", and the bottom "CLASSIFICATION" box.

Dated, and marked with the notation "WORKING PAPERS" on the top of the page, and marked or stamped (not typed) with the appropriate classification on the top and bottom of the page.

Portion marked as outlined on pages 10 through 13.

Marked with declassification/downgrading instruction markings when released outside USAWC, filed permanently, or retained more than 90 days from date of origin; and handled as a controlled document when Top Secret information is involved. See Chapter 6, USAWC Staff & Faculty Manual for more information on the proper control of Top Secret Working Papers.

Working Papers containing RESTRICTED DATA or FORMERLY RESTRICTED DATA information must have page, portion, and warning notice markings as outlined on pages 8 and 12.

When appropriate, Working Papers containing information requiring special access controls will be marked with the appropriate warning notice statements and portion markings outlined on page 9.

MARKINGS ON MATERIAL OTHER THAN PAPER COPIES OF DOCUMENTS

MICROFORM (Microfiche, Microfilm, Micro Strips and Chips, Aperture Cards)

The appropriate classification, abbreviated declassification/downgrading instructions, and other associated markings will be placed on the medium or container so they are readable with the unaided eye. These same markings will be placed on the image area to ensure they will be readable and conspicuous when displayed. The appropriate classification will appear at the beginning and end of each roll microform. Decks of aperture cards will be marked on the first and last cards and contain a card identifying contents of the deck, number of cards, and highest classification.

MOTION PICTURE FILMS AND VIDEO TAPES

The appropriate classification will be marked at the beginning and end of each reel. Such markings will be visible when projected. Reels will be kept in containers bearing appropriate classification, declassification instructions, or other associated markings.

PHOTOGRAPHS

Negatives and positives will be kept in containers marked with the appropriate classification and other associated markings. All prints and reproductions will be marked with appropriate classification, declassification/downgrading instructions, and other associated markings, on the face side, or on the reverse side. A pressure tape label, or other comparable means, can be used for this purpose.

RECORDINGS (Sound, Magnetic, or Electronic)

A clear statement of the assigned classification will be made at the beginning and end of the recording to ensure any listener or receiver will know classified information of a specified level is involved. Recordings will be kept in containers or on reels marked with the appropriate classification, declassification/downgrading instructions, or other associated markings.

TRANSPARENCIES, VIEWGRAPHS, SLIDES

The appropriate classification, abbreviated declassification/downgrading instructions, or other associated markings will be shown clearly on the image area. The same markings will be shown on the border, holder, or frame.

DATE
ILMED
8